

**To:** Gutierrez, Mary[Gutierrez.Mary@epa.gov]; Chan-Chau, Nora[Chan-Chau.Nora@epa.gov]  
**From:** Henning, Alan  
**Sent:** Wed 9/21/2016 10:24:33 PM  
**Subject:** The check list for the "Determination of Satisfactory Progress" letter  
Checklist for Determining Progress of 2016 State NPS Management Programs and Performance of CWA  
Section 319 Grants.docx

Mary and Nora,

I have completed the check list for the progress letter. I sent it to Jayne for her review. I am now going to draft a cover letter. I have to leave in one hour but should be able to make some headway in that time. I should be able to finish the letter by noon tomorrow assuming Jayne doesn't find too many adjustments.

Alan

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